

NNSA Functions and Activities by Location

ID	12/04/02 Rev. 1 Function/Sub-Function	Activity	HQ	Site	Service Center	Other DOE/ TBD
1000	Human Capital Management					
1001	Human Capital Policy		L			
1002	Delegated Personnel Authority	1. SES and other unique employment programs 2. HQ Career Ladder/Standard Register and Field	L		P L	
1003	Organizational Analysis and Position Management	1. FTE Management/Staffing Allocations for Individual Locations	L	P	P	
		2. Work Force Analysis & Reporting Staff Functions for Individual Office	L	L	L	
1004	Position Classification		P		L	
1005	Staffing & Recruiting Process		P		L	
1006	Employee Relations for Individual Office		L	L	L	
1007	Employee Benefits Processing for Individual Office		L	L	L	
1008	Processing and Personnel Records Management - Field & HQ		L		L	
1009	Non-Technical Training Services - Field & HQ		L		L	
1010	Federal Technical Capability Panel		P	P	P	L
1011	Technical Qualifications Program (TQP) Policy					L
1012	Technical Qualifications Program (TQP) Administration		P	P	L	
1013	Drug Testing Administration				L	
1014	Diversity and EEO Policy		L			
1015	Diversity and EEO Programs (Federal)		P	P	L	
1016	Human Capital Systems (CHRIS and others)		L	P	P	
1017	Contractor Training Assistance Program (CTAP)			L	P	

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1100	Contractor Human Resources Oversight					
1101	Policy		L			
1102	Compensation				L	
1103	EEO/Diversity				L	
1104	Davis Bacon/SCA Determinations			L	P	
1105	Labor Relations				L	
1106	Pension & Benefits Administration				L	
1107	Employment Functions				L	
1108	Critical Skills Initiative		L	P	P	

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1200	Procurement and Contracting					
1201	Head of Contracting Activity (HCA) Authority		L			
1202	NNSA Strategic Planning (Procurement/Acquisition)		L	P	P	
1203	M&O Contracting Officer on Site			L		
1204	M&O Contracting Officer Representatives		L	L	L	
1205	Resource Management and Development Policy	1. Acquisition Career Development Program 2. Contracting Officer Warrant Program 3. Contracting Officer Representatives Program	L L L			
1206	Resource Management and Development Implementation	1. Acquisition Career Development Program 2. Contracting Officer Warrant Program/Systems 3. Contracting Officer Representatives Program/systems			L L L	
1207	Resource Management and Development - NNSA Acquisition Resource Planning		L	P	P	
1208	Procurement Policy Guidance and Direction		L			
1209	M&O Contract Policy		L			
1210	Balance Scorecard/Objectives Matrix (M&O Procurement)		L			
1211	Financial Assistance Policy		L			
1212	Purchase Card Program Policy (Fed. Only)		L			
1213	Priorities & Allocation Program				L	
1214	Federal Performance Assessment					TBD
1215	General Cost & Pricing Support & Policy Dissemination (Non-M&O)				L	
1216	Indirect Rate Management & Oversight (Non-M&O Contracts)				L	
1217	Small Business Program Policy		L			
1218	Small Business Program (M&O Contracts)			P	L	
1219	Small Business Program (Non-M&O Contracts)				L	

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1220	Procurement Management Information and Automated Systems	1. PADS Database Management 2. Contracts Under \$25K System (CUTS) Management 3. Contractor Performance System (NIH Past Performance Database) 4. Procurement E-Commerce & Automated System 5. Web-page Development/Posting			L L L L L	
1221	Business Clearance Policy (Non-M&O)		L			
1222	Business Clearance Implementation (M&O)		L	L	L	P
1223	Business Clearance Implementation (Subs)				L	

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1224	M&O Contracting	1. Extend/Compete Analysis and Recommendation	P	L	P	
		2. Extend Compete Determination/Decision	L			
		3. Source Selection Activities	P	P	L	
		4. Contract Award Activities	P	P	L	
		5. Contract Management Plan		L		
		6. Changes to Scope, Terms, and Conditions		L	P	
		7. Funding Modification		L	P	
		8. Performance Assessment Council Guidance & Management	L			
		9. Performance Assessment Council Recommendation		L		
		10. Contractor Appraisal Plan, Appraisal Agreement, or PEP	P	L	P	
		11. Performance Evaluation Reports/Laboratory Appraisal Reports	P	L	P	
		12. Fee Development, Negotiation & Administration (Existing Contract)	P	L	P	
		13. Fee Determination	L			
		14. NNSA/M&O Contractor Functional Liaison - Statement of Cost Incurred/Cost Claimed		L		
		15. NNSA/M&O Contractor Functional Liaison - Cost Allowability Determination		L	P	
		16. Notice of Intent to Disallow		L	P	
		17. Purchasing System Approvals		L	P	
		18. Subcontract Review Boards		P	L	
		19. Make/Buy Plan Approvals/Implementation		L		
		20. FOCI Determination			L	
		21. Contract Closeout		P	L	

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1225	Non-M&O Contracts and Financial Assistance	1. Acquisition Planning 2. Procurement Liaison (PR Preparation) 3. Contract Award 4. Source Selection Activities/Authorities 5. Contract Administration (Site-Specific) 6. Contract Administration (All Other) 7. Input into Contractor Performance System (NIH Past Performance Database) 8. Contractor Purchasing System Approval 9. Personal Property Management (Non M&O) 10. Contract Termination/Closeout 11. Financial Assistance Placement & Administration 12. Interagency Agreement (Funds-Out) 13. Simplified Acquisition 14. Purchase Card Acquisitions		L P	L L L L L L L L L L	
1226	Work for Others (includes CO review/approval)	1. Other Federal Agencies 2. Private Sector 3. CRADAs 4. Intelligence	P P P P	L L L L		
1227	Other NNSA Support - Enterprise Buying Policy	1. Enterprise Buying Policy 2. Enterprise Buying Management & Oversight 3. Competition Advocate 4. Inventory of NNSA MOU's & MOA's 5. Affirmative Procurement Program (Green Acquisition Advocate)	L		L L L L	

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ID	12/04/02 Rev. 1 Function/Sub-Function	Activity	HQ	Site	Service Center	Other DOE/ TBD
1300	Real & Personnel Property Management					
1301	Property Policy		L			
1302	Personal Property Administration				L	
1303	Property System Approvals (M&O)			L		
1304	Property Systems (Federal and Others)				L	
1305	Property Systems Review/Maintenance/Recommendations				L	
1306	Utilities Management/Energy Conservation				L	
1307	Real Property Management	1. Real Property Policy 2. Acquisition, Control, & Disposition of Real Property 3. FIMS Administration	L	P	L L	
1308	Federal Facility Maintenance Management (Non-contractor)			L	L	L
1309	M&O Maintenance			L		
1310	Utilities Infrastructure Oversight			L	P	

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1400	Finance & Accounting Systems					
1401	Accounting, Fiscal and Financial Management Policy & Principles					L-CFO
1402	Accounting, Fiscal and Financial Management Practices and Procedural Inst.				L	
1403	Accounting Controls Policies and Standards					L-CFO
1404	Accounting Operations (federal operations, M&O accounting integration)				L	
1405	Fiscal Operations (contract financing (ASP), US Treasury reporting)				L	
1406	Financial Analysis and Reporting				L	
1407	Accounting Liaison				L	
1408	Audit Liaison and OIG/GAO Coordination		L	P	P	
1409	Office Support Services (travel, payroll processing)				L	
1410	Payment Processing				L	
1411	Receivables & Collections Management				L	
1412	Financial & Accounting Systems Development				L	
1413	Waste, Fraud and Abuse Program Support		P	P	L	P-IG
1414	Financial Oversight & Reviews				L	
1415	Financial Advisory Services				L	
1416	Indirect Cost Management	1. Rate setting 2. Indirect Sizing		L	L	
1417	Cost Accounting Standards Reviews				L	
1418	Pricing of Goods and Services				L	
1419	Federal Managers Financial Integrity Act Process		L	P	P	
1420	Financial Management Control Program		P	P	L	
1421	M&O Contractor Internal Audit Oversight			P	L	

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ID	12/04/02 Rev. 1 Function/Sub-Function	Activity	HQ	Site	Service Center	Other DOE/ TBD
1500	Budget and Resources Management					
1501	Budget Policy & Procedures		L			
1502	Allottee				L	
1503	Financial Management Development Program				P	L-CFO
1504	Funds Control Distribution	1. OMB Appropriations 2. Advice of Allotments Issued to Field Elements 3. HQ Approved Funding Programs Issued to Field Elements 4. Develop Local Financial Plans (both M&O and non-integrated contractors) 5. Other Operating Requirements including: processing and recording commitments and obligations; coordination of monthly AFP changes; and certification of funds availability (for each transaction)		P	L L	L-CFO L-CFO L-CFO
1505	Budget Planning and Analysis	1. Future Years Nuclear Security Program (FYNSP) 2. Financial Information Variance Reporting System (FIVRS)	L	P P	P L	
1506	Budget Formulation Guidance		L			
1507	Budget Reporting	1. Develop/define actual reporting requirements and timing 2. Consolidate actual reports for program/management review 3. Unicall submission of budget requests, special purpose schedules, and crosscut budgets 4. FIS/MARS Submission 5. Uncosted Balances Report 6. Functional Support Costs	L L	L	P P P P P P	 L-CFO L-CFO L-CFO

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ID	12/04/02 Rev. 1 Function/Sub-Function	Activity	HQ	Site	Service Center	Other DOE/ TBD
1508	Budget Oversight and Validation	1. Review Budget and Reporting (B&R) Structure & Definition 2. Validation of Budget Estimates 3. Site Budget Reviews 4. Quarterly Program Reviews 5. System Oversight - PPBE 6. System Oversight - CEO Unica11	L P P L	P P L L	P L P P L	
1509	Work Authorization Acceptance and Processing	1. Initiate Work Authorization 2. Acceptance Work Authorization 3. Process Work Authorizations 4. Authorizing WAS to contractor	L	L L	L	
1510	Budget Systems and Integration - DOE Integrated Standardized Core Accounting System/Oracle				L	

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1600	Program and Technical Support					
1601	Strategic Planning		L			
1602	Laboratory, Site and Plant Directed Research & Development		P	L		
1603	DOE R&D (non-NNSA Prime Contracts)					TBD
1604	Environmental Programs -	1. Multi-site EM Activities 2. Site-specific EM Activities 3. EM Technical Expertise 4. EM Project Management Integration		L	L L	TBD
1605	Weapons Program Support		L	P		
1606	NESS		L	P	P	
1607	Weapons Quality Program (QC-1)		L	P		
1608	Other DP & NN Program Support (M&O)			L		
1609	Other DP & NN Program Support (Non M&O)				L	
1610	Transportation Safeguards		L			
1611	Packaging Certification			L		
1612	National Transportation Program (non-NNSA)				L	
1613	Infrastructure and Facilities Management -	1. Infrastructure and Facilities Policy 2. Long Range Corporate Planning 3. Facilities and Infrastructure Recapitalization Program 4. Infrastructure and Facilities Program Execution 5. Ten Year Comprehensive Site Planning Process 6. Prepare Site-Specific Plans	L L L L	P L P L	 P	

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1700	Public Affairs, Information & Intergovernmental Relations					
1701	Policy and Coordination		L			
1702	Freedom of Information Act Program		L	P	P	
1703	External Relations and Communications Programs for Individual Office	1. Public, Community & Media Communications 2. Protocol; Intergovernmental Relations 3. Employee Communications 4. Educational and Other Outreach Programs 5. Worker & Community Transition	L L L L L	L L L L L	L L L L L	

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1800	Environment, Safety & Health					
1801	ES&H and Quality Assurance Policy and Guidance		L			
1802	Assessment of Field Element Performance					TBD
1803	Environmental Planning, Compliance, Monitoring & Permitting		P	L	P	
1804	Site NEPA/EIS Process & Decision		P	L	P	
1805	Programmatic NEPA/EIS Decision		L	P	P	
1806	Environmental Reviews and Oversight - Independent Readiness	1. Independent Readiness 2. Authorization Basis Reviews 3. Type A Accident Investigations 4. Type B Accident Investigations	P P L	L L P L	P P P P	
1807	Non-Site Specific Subject Matter Experts (SMEs)	1. Coordinate Technical Support 2. Provide Technical Support	P	P	P L	
1808	ES&H Lessons Learned Program Coordinator		L		P	
1809	Price Anderson Activities		L	P		
1810	NNSA FEOSH		L	P	P	P-EH
1811	Corporate ES&H Performance Measurements Process		L	P	P	
1812	Facility Representative Program Operations			L		
1813	Facility Representative Program Administration & Maintenance				L	
1814	Quality Assurance (Excludes QC-1)		P	L	P	
1815	ISMS Verification and Validations		P	L	P	
1816	Safety Management Research		L			
1817	Pollution Prevention and Waste Minimization Program		P	L	P	
1818	DNFSB Interface Corporate		L	P		
1819	DNFSB Interface Site Specific		P	L		

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1900	Construction Project Management					
1901	Project Management Policy		L			P-CFO
1902	Project Planning		L	P	P	
1903	Project Management			L	P	
1904	Project Manager Development & Training		L	P	P	
1905	Independent Reviews		L		P	
1906	Project Controls Process	1. Value Engineering 2. ESAAB Support	L	L P	P P	
1906	Project Controls Process - Construction Services			L	P	
1907	Federal Performance Assessment					TBD

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2000	Information Technology					
2001	Information Technology Enterprise Initiative (Federal)	1. Long Range Planning 2. Enterprise Support Services Contract Administration 3. Strategic Budget Planning for IT 4. NNSA Enterprise Architecture Design	L P L L	P P	P L P P	
2002	Integrated Federal Unclassified Cyber Security Initiative - Conduct of Operations		L	P	P	
2003	Computing Operations	1. Business 2. Application Development & Maintenance Support 3. Internet & Intranet Support 4. Network Development and Administration 5. Secure Computing (classified, unclassified) 6. Help Desk 7. Web Development 8. Telecommunications (data, voice, etc)			L L L L L L L	
2004	Information Technology Oversight Support				L	
2005	Records Management Enterprise Initiative		P	P	L	
2006	Records Management Support	1. Site and Technical Information 2. Archiving	 P	L P	 L	

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2100	Legal					
2101	Provide Counsel for Site Manager		P	L	P	
2102	Liaison with US Attorney		P	L		
2103	Provide Counsel to NNSA Administrator	Develop Legal Policy	L	P	P	
2104	Provide Legal Review of HQ Matters		L	P	P	
2105	Coord. Acquisition Of Legal Services from DOE GC		L	P	P	
2106	Liaison with DOJ on NNSA Litigation		L	P		

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2200	Security & Counterintelligence					
2201	Safeguards & Security – General - Policy	1. Policy 2. Safeguards and Security Plan Approvals for Individual Office 3. Safeguards and Security Plan Approvals for Contractor 4. Surveys and Evaluations for Individual Office 5. Surveys and Evaluations of Contractors 6. Program Integration 7. Training (CORE) 8. Federal Performance Assessment 9. System engineering (i.e., construction projects)	L L P	L L L P L	L L L	L L TBD
2202	Physical Security - Individual Office			L	L	L-SO
2203	Material Control and Accountability Coordination					L-SO
2204	Material Control and Accountability Program & Reporting			L		
2205	Personnel Security Processing				L	
2206	Personnel Security Identification - Individual Office		L	L	L	
2207	Information Security - Classified Matter Protection and Control for Individual Office	1. Classified Matter Protection and Control for Individual Office 2. Classified Matter Protection and Control for Contractor 3. Operations Security for Individual Office 4. Foreign Ownership Control and Influence 5. Classification Authority 6. Technical Surveillance Countermeasures 7. Special Access Programs	P L P L	L L L L L P	L L L L P	L-SO
2208	Counterintelligence Program		L	P	P	
2209	Cyber Security Operations		L	L	L	P-CIO
2210	SCIF Operations		P	L	L	L-SO
2211	Foreign Visits & Assignments Processing		P	L		

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2212	in process review					
2213	Emergency Management & Response		L	L	L	